

STIP Amendment Request Submittal Requirements For Monthly CTC Meetings

The required STIP Amendment requests information must be submitted by the required due date, and shall be sent in hard copies and electronically to the appropriate STIP Liaison Engineer for your district, with copies to the Chief, Office of STIP, Mass Transportation, Rail and TEA Programs, as appropriate. A complete request submitted, shall include, but are not limited to, the following:

- Letter from the Implementing/Responsible Agency clearly identifying the need for the programming change, assurances of full funding for the project and/or an explanation of future funding needs, if applicable. Include a Summary of the proposed change and a detailed Background of the project.
- Concurrence letters from the Regional Transportation Planning Agency (RTPA), if Regional Improvement Program (RIP) funds are involved, and letters of concurrence from the local agencies for projects that have a local contribution.
- A completed Project Nomination Fact Sheet, including the Planning Programming Number (PPNO), and location map(s).
- A completed STIP Nomination Funding Sheet.
- If local or non-STIP funds are involved in the project, please clearly identify the Funding Source. Examples of non-STIP funding sources include Regional Surface Transportation Program (RSTP), Congestion Mitigation and Air Quality (CMAQ), Highway Bridge Replacement Rehabilitation (HBRR), Federal Transit Administration (FTA), Federal Demonstration/High Priority Funds, Measure/Proposition Funds, etc.